POSITION TITLE: Assistant Program Officer – Rural Economic Development
REPORTS TO: Senior Program Officer
JOB CLASSIFICATION: Full Time / Non- Exempt
LOCATION: New Orleans, LA.

Location flexible with preference for applicants in Louisiana, Texas, Alabama, Georgia, New Mexico, Arizona, Oklahoma

The Organization
What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $22 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

LISC Rural, Position Overview
The national rural program of the Local Initiatives Support Corporation (Rural LISC) seeks a candidate for an Assistant Program Officer position focused on supporting the fast paced growth of economic development programs, specifically the Rural LISC Financial Opportunity Center network. The Assistant Program Officer will work under the guidance of one of our Economic Development Senior
Program Officers to support the working components a strong network of Financial Opportunity Centers in rural communities across the country.

The ideal candidate has a knowledge of financial stability, workforce development, community development, data management, training, and skills in building key relationships. Candidates should also have experience working in rural communities and with diverse populations. A belief in the future and promise of rural communities is paramount. This full-time position has some flexibility in terms of location. Candidates must be comfortable working remotely and with travel.

Responsibilities

• Support community based organizations in their effort to build and integrate a Financial Opportunity Center (FOC) in their organization by:
  o Assessing each organization’s needs and facilitating trainings, or connecting staff to trainings that will support their improvement in financial and employment coaching services.
  o Monitoring FOC customer outcomes for each organization in LISC’s Salesforce data system and provide technical assistance to FOCs to improve data tracking and increased customer outcomes.
  o Assisting with the facilitation and convening of meetings, trainings, peer gatherings, and regular e-resources to help build partners’ capacity and provide access to resources.
  o Researching potential funders for the rural FOC network.
  o Supporting grant management and financial tracking/reporting.
  o Helping craft materials and language for website, collateral, social media, and slide decks.
  o Staying up to date and sharing best practices in financial and employment coaching topics and resources.

• Support all FOCs and their integration of other Rural LISC Economic Development programs, including workforce, broadband, creative placemaking, safety and justice, and small business programming.

• Assume responsibility for special projects and other assignments as needed.

Qualifications

• Bachelor’s degree from an accredited college or university.
• Minimum three (3) years relevant work related experience in economic/workforce development, financial coaching, wealth building, or related disciplines.
• Working knowledge of the economic, political, and social environments in rural communities, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred.
• Experience reviewing datasets for quality and analyzing data for trends required.
• Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
• Support the facilitation and convening of meetings, trainings, peer gatherings, and regular e-resources to help build partners’ capacity and provide access to resources both in person and via web-based gatherings.
• Commitment to accuracy, attention to detail, timely reporting and deadlines.
• Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
• Proficiency in Microsoft Office suite required. Advanced Microsoft Excel skills preferred.
• Experience with Salesforce, Power B&I, and other database systems preferred.
• Appropriately 10%-15% travel will be required (once COVID restrictions have been lifted).

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Please send a cover letter and resume via email with "Assistant Program Officer – Rural Economic Development" in the subject line to eavery@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE